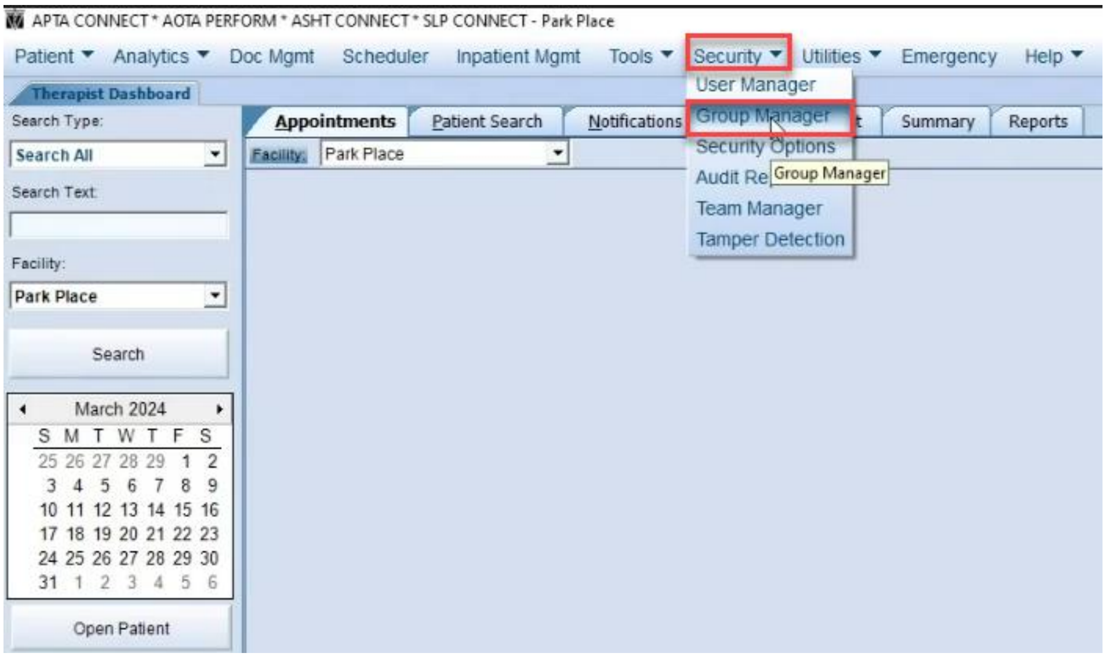
CEDARON

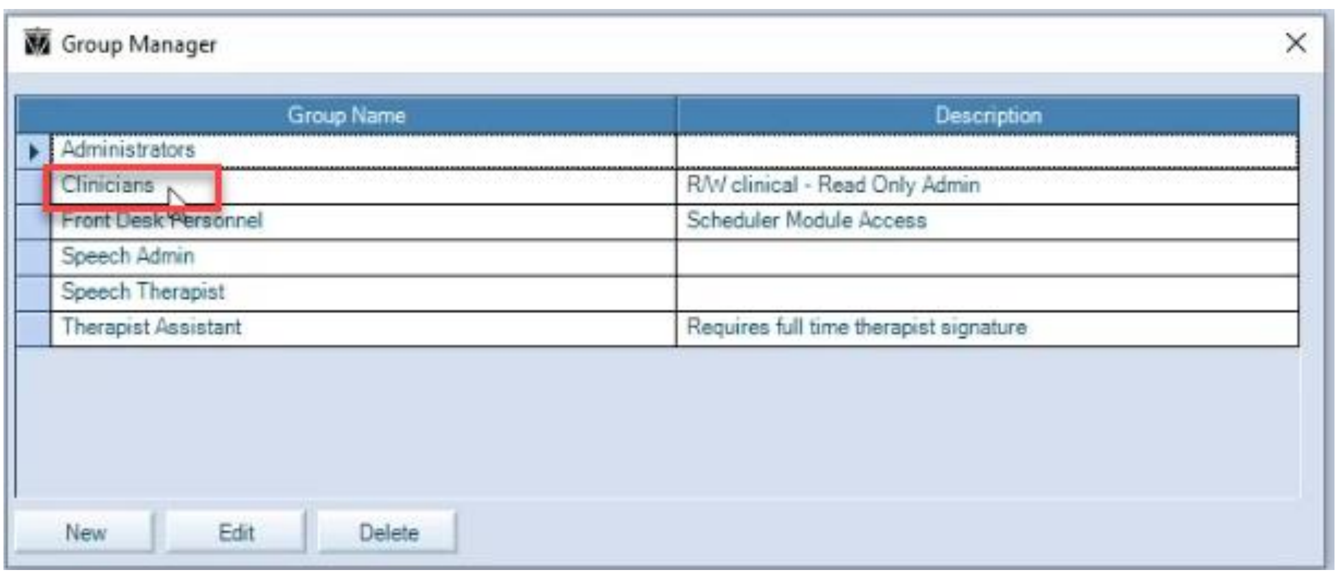
calm the storm.

How to Enable Surveys

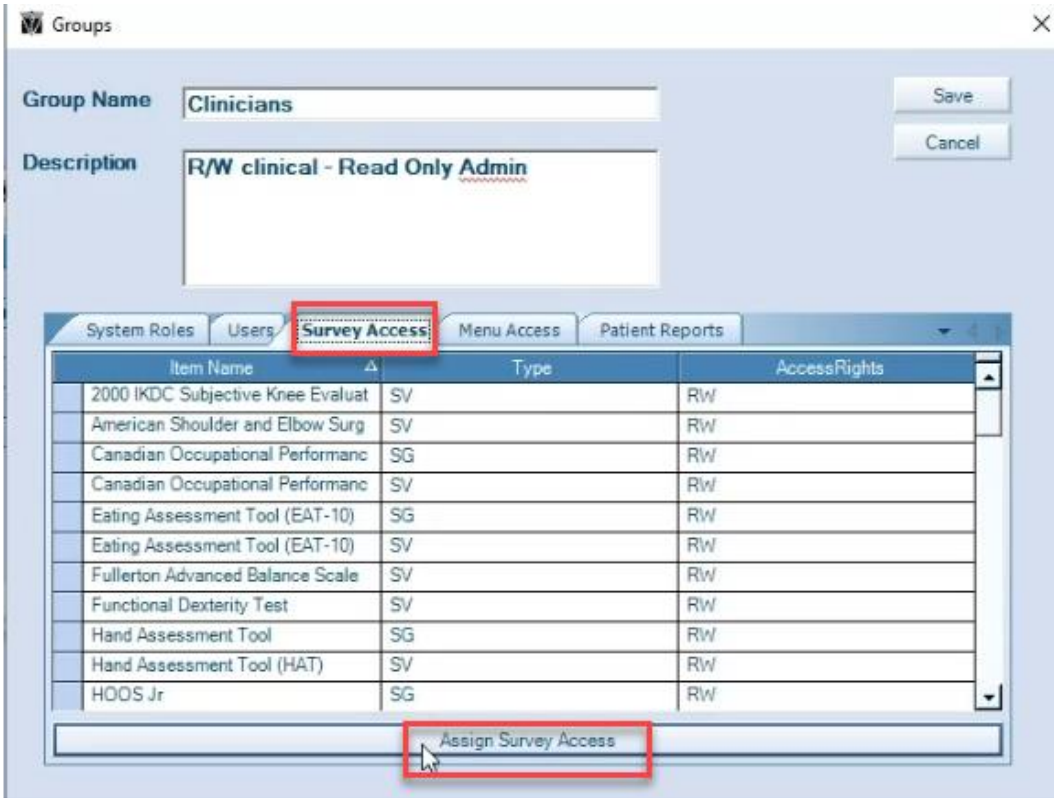
An Administrator will navigate to the Security tab and select Group Manager to enable a survey.



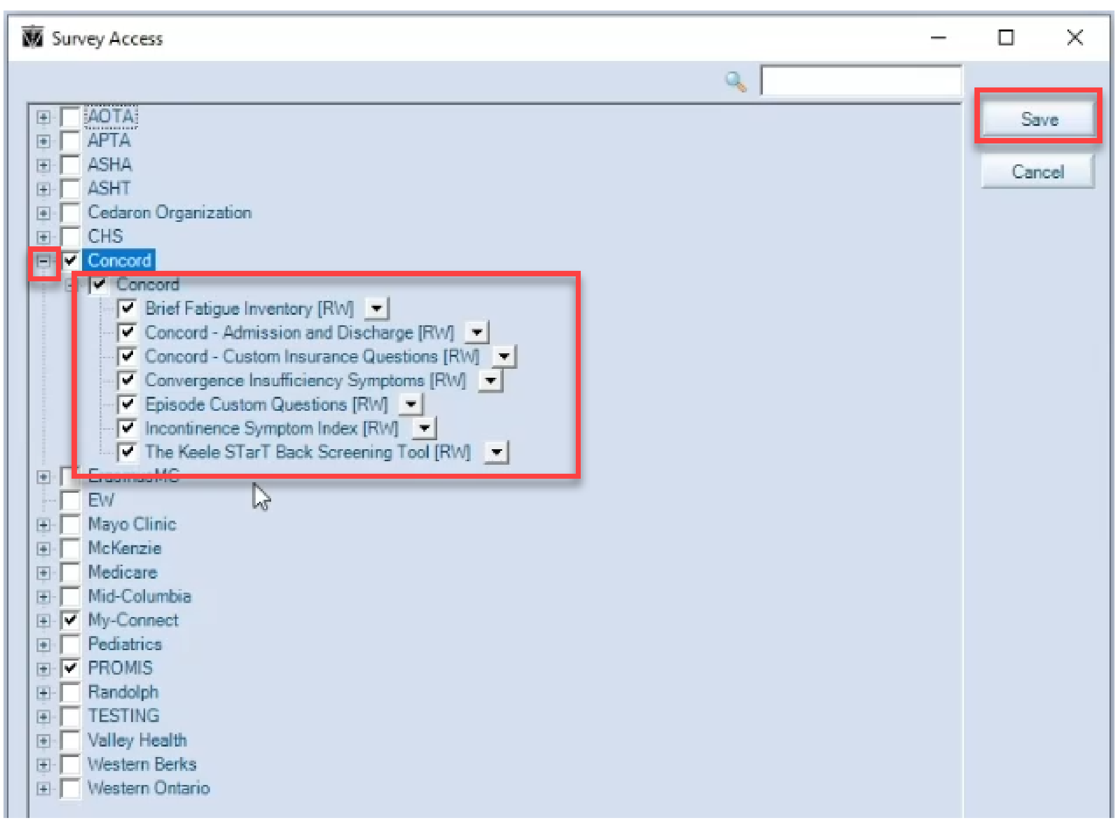
Select the group to which you would like access to the survey. In the example below, Clinicians were selected.



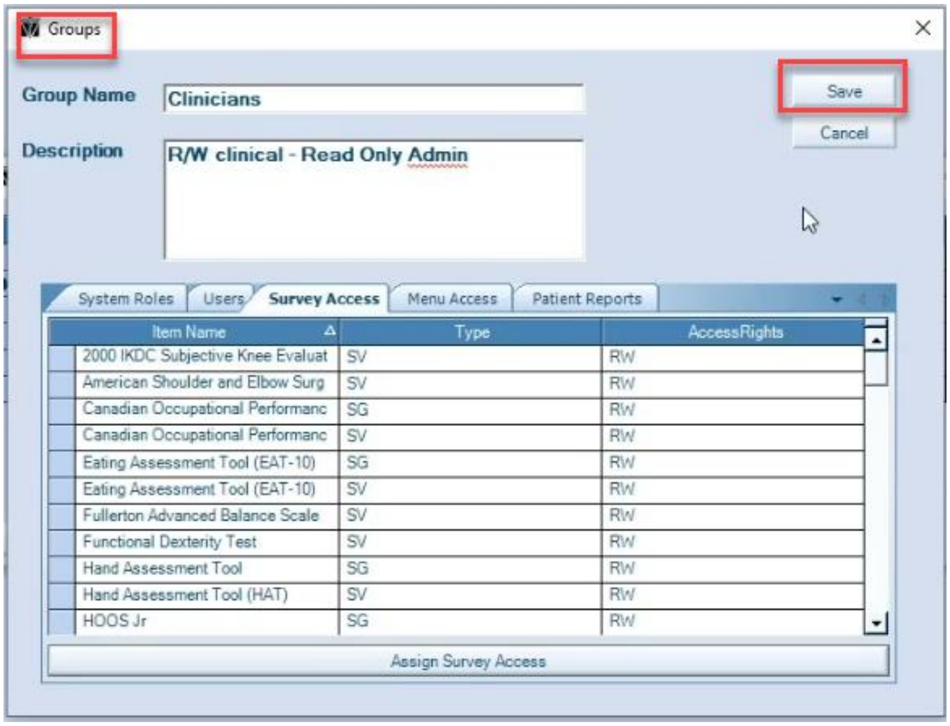
Once you have chosen the desired group, select Survey Access and Assign Survey Access.



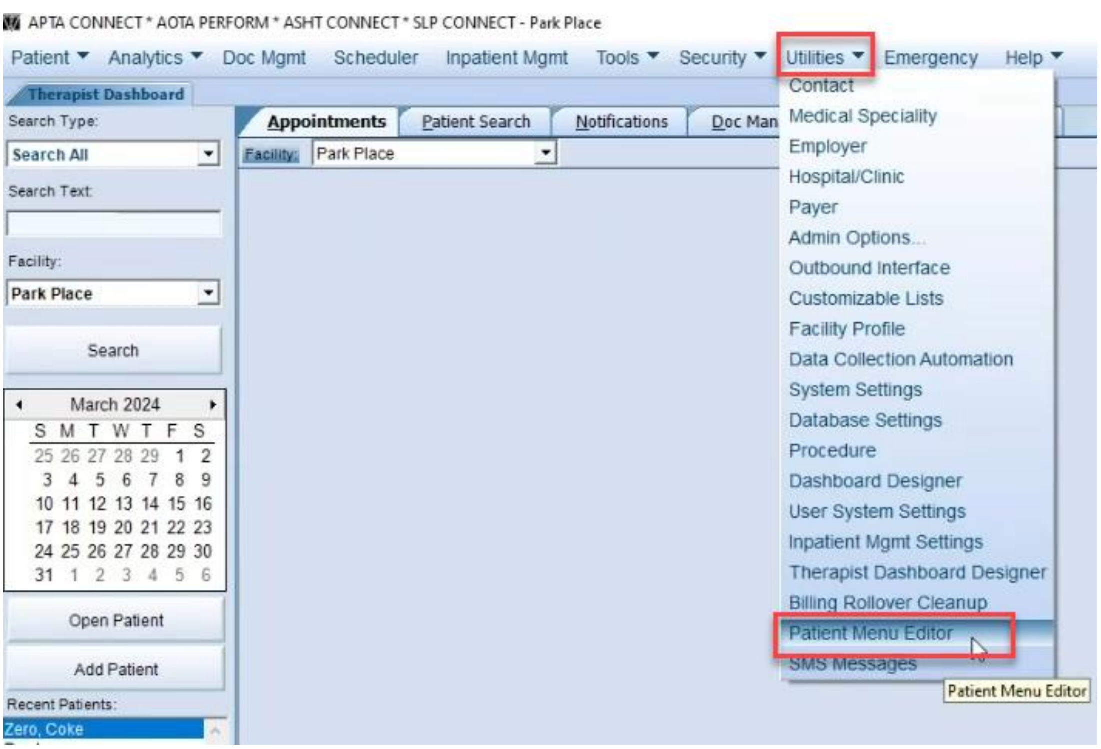
This will bring up the Survey Access prompt. Here, you can select the survey you would like to enable. The example below shows that Concord is checked, enabling all surveys under Concord. When you're done, be sure to select Save.



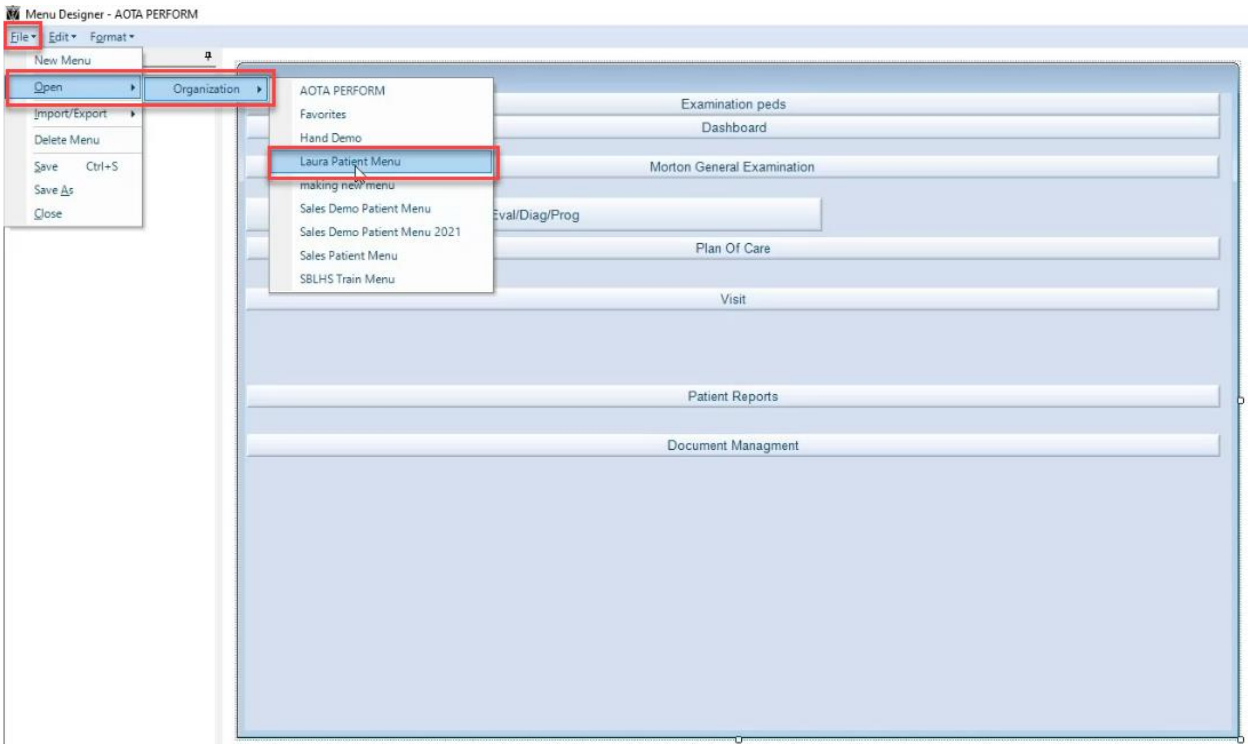
After selecting Save, your chosen group will have access to the selected survey(s). Select Save again on the Groups window.



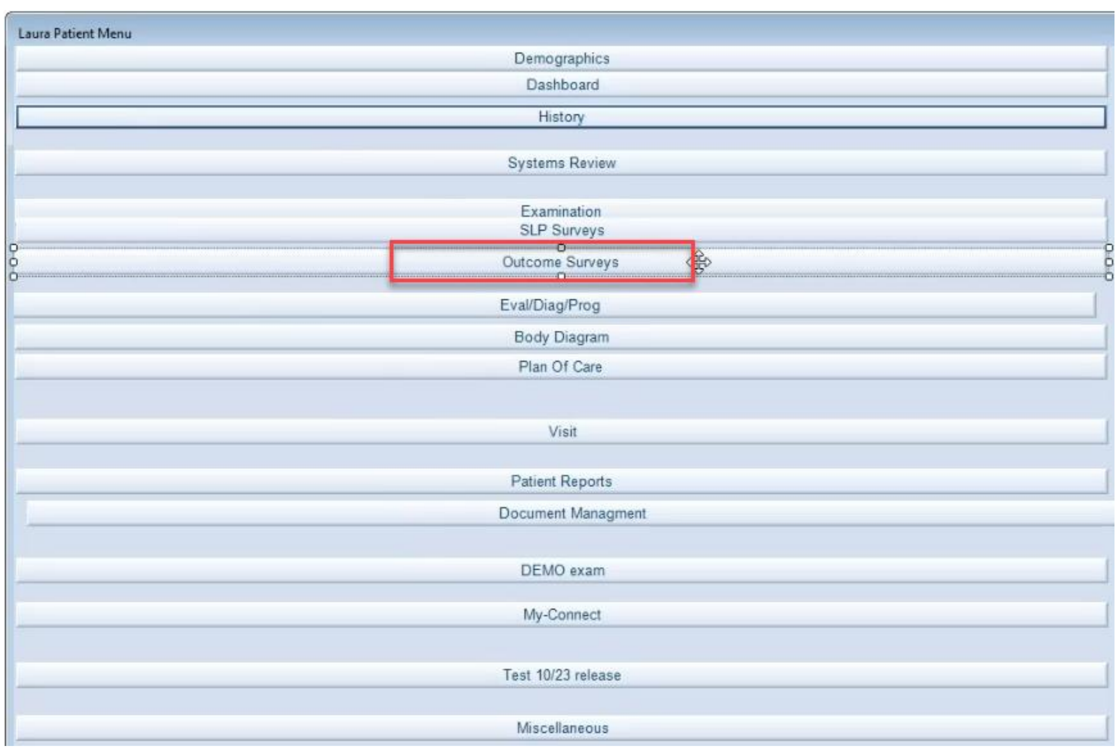
To see the survey on the patient menu, navigate to the Utilities tab and select Patient Menu Editor.



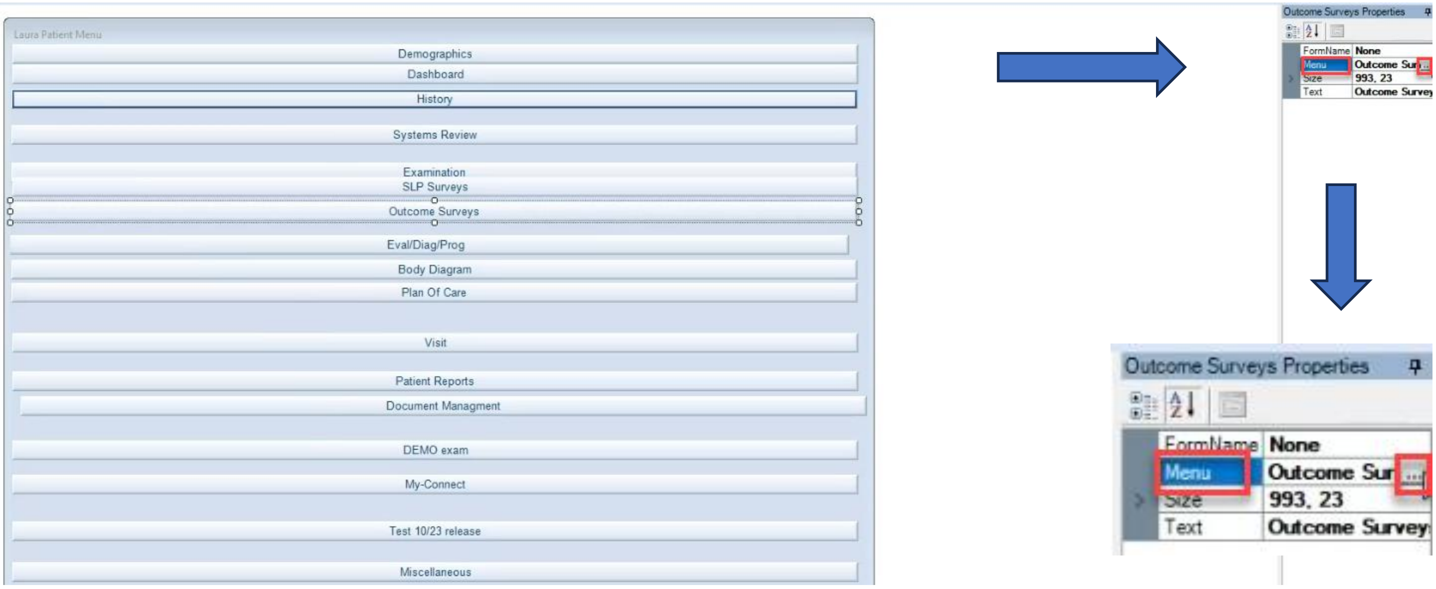
Then, select the specific dashboard you use by navigating to File → Open → Organization → and selecting the Dashboard. In the example below, Laura Patient Menu is selected.



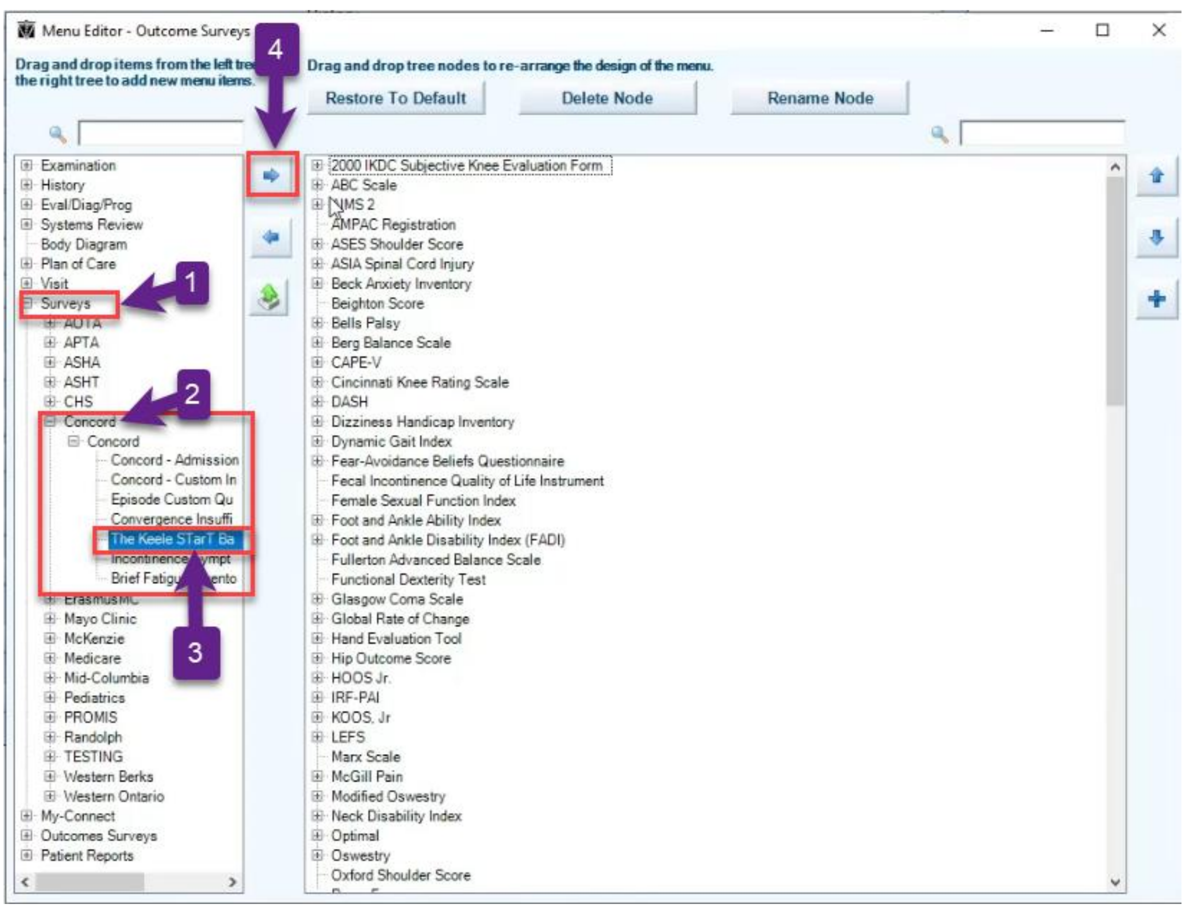
You will then update the Outcome Surveys button. (Every organization may hold the Outcome Surveys in a different location)



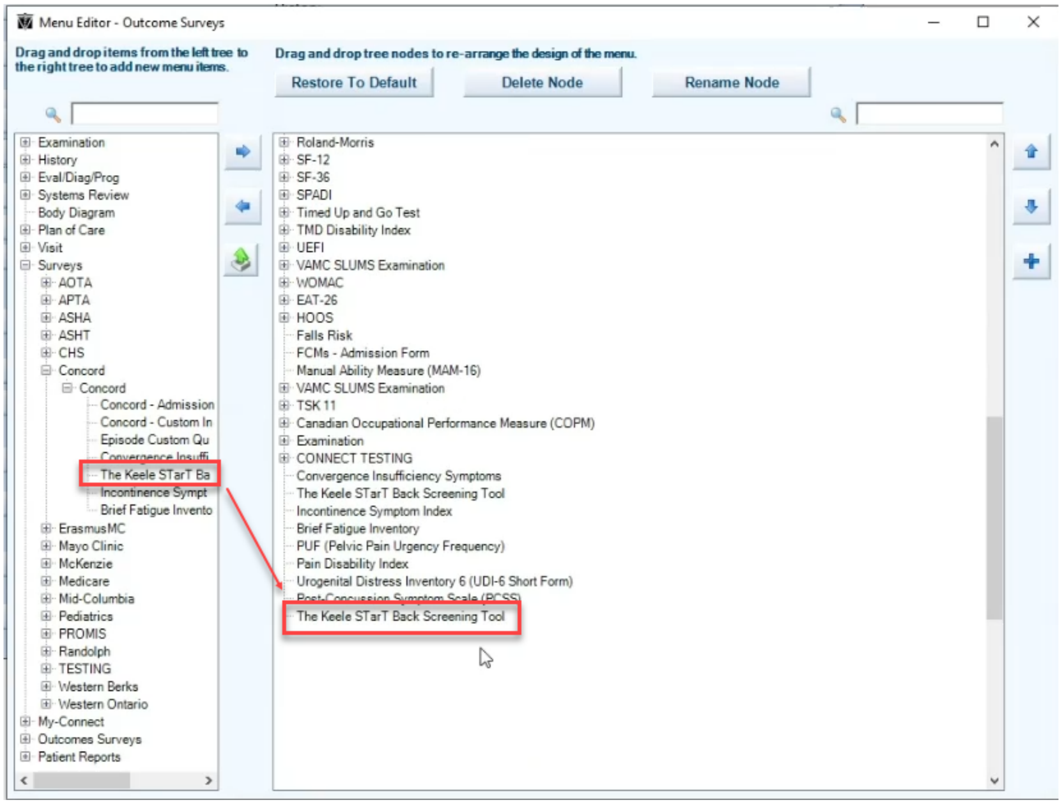
Once the Outcome Surveys have been selected, you can select Menu and the ellipses (…) next to Menu.



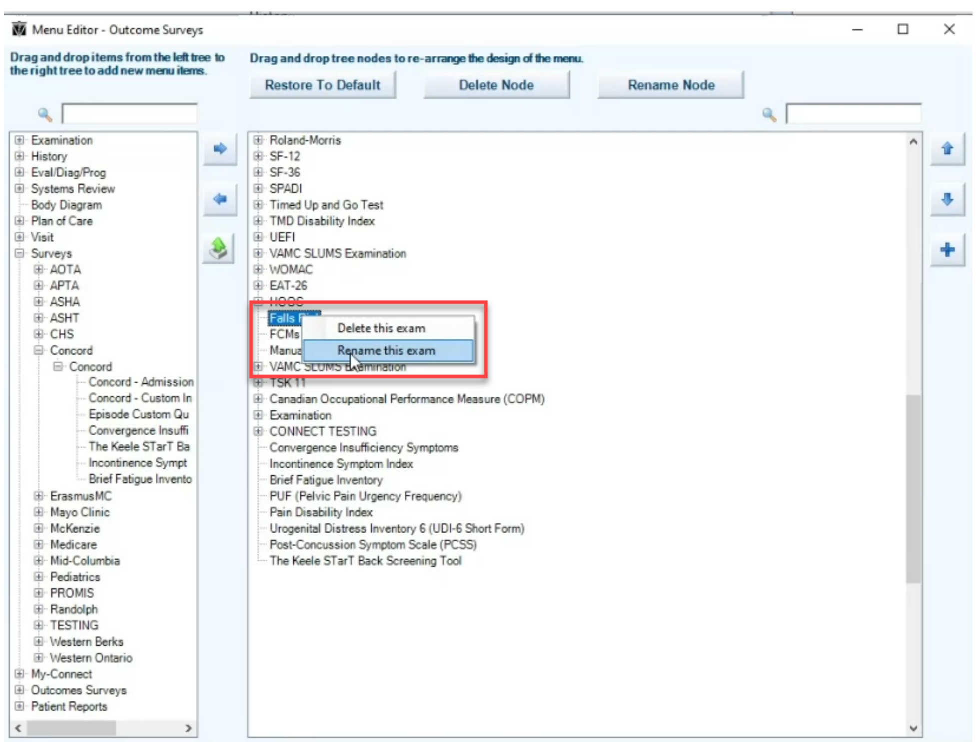
After your surveys finish loading, select Surveys from the left menu and find the survey you want to add. The example below shows Concord expanded, and the The Keele STarT Back Screening Tool survey is highlighted in blue. Use the arrow pointing to the right to move this survey over to your existing surveys.



After you have moved the desired survey(s) over, they will appear at the bottom of your existing surveys.

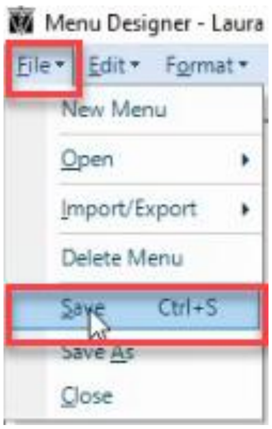


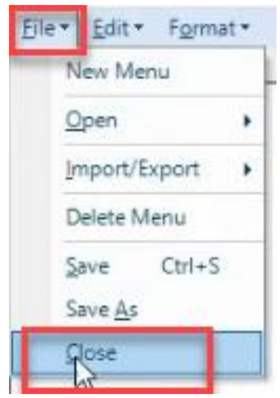
You can also delete or rename a survey by right-clicking the name and selecting Delete or Rename this exam. If you choose to rename a survey, it will be updated on the patient menu.



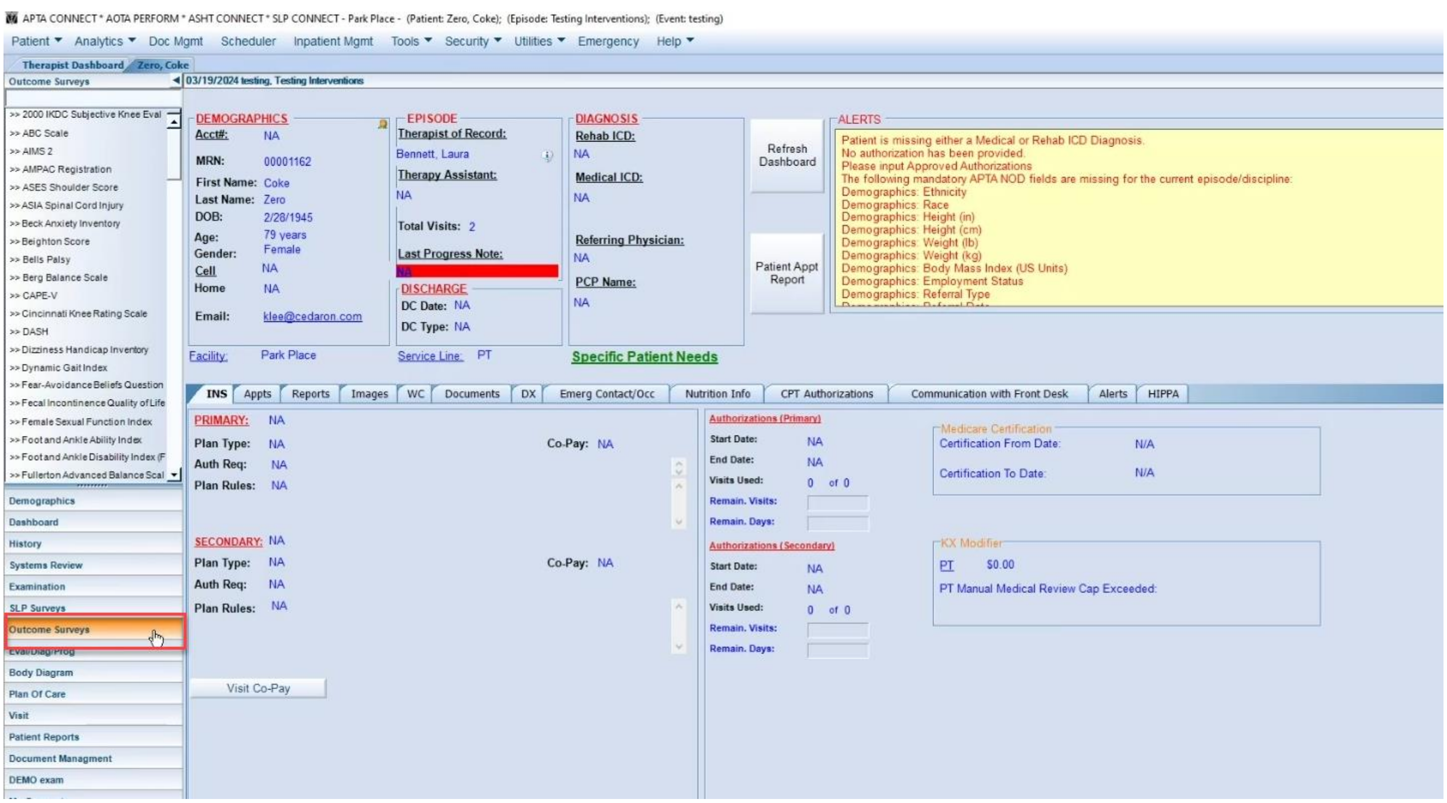
Once you are done with the patient menu editor, close the Menu Editor—Outcome Surveys box.

Select File → Save and then File→ Close.

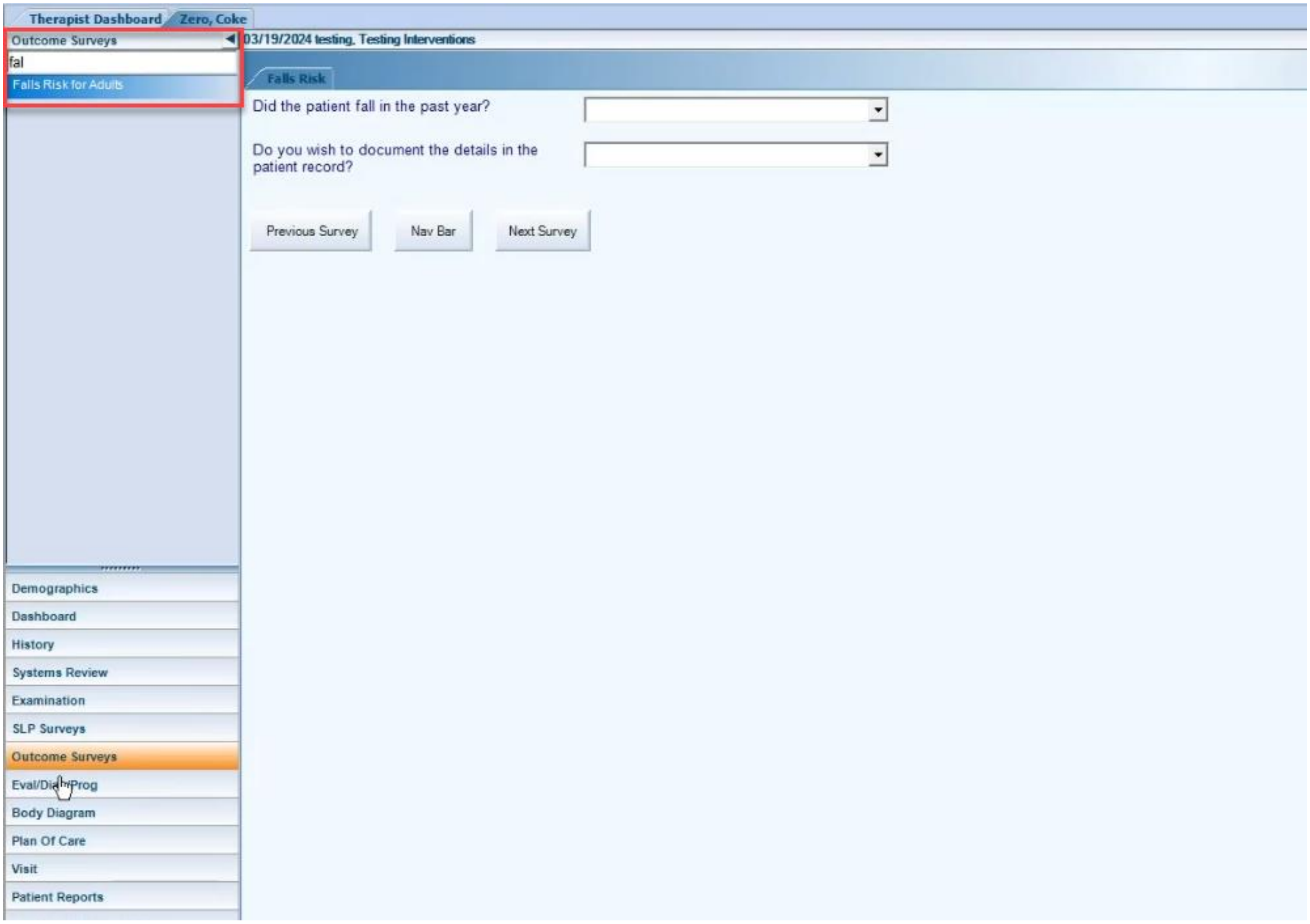




The patient menu will then be updated.



You can find your updated/renamed surveys in the search bar.



Please be aware that you must have Administrator Permissions to enable/give access to Surveys. If you need assistance with this, please get in touch with customer support at support@cedaron.com or 1-800-424-1007.